



**11/2023.(V.09.) Rector's Instruction
on the rules for the use of mobile phone subscriptions and devices belonging to the Óbuda
University fleet**

Scope of the instruction

1. §

- (1) The scope of these instructions extends to all organisational units of the University of Óbuda (hereinafter referred to as the University), as well as to all employees employed by the University, members of the elected student councils of the University and employees of companies established by the University.
- (2) The scope of this instruction covers all mobile telephone services (hereinafter referred to as "subscription") operated under a mobile telephone service contract with Magyar Telekom Plc. as the service provider, the successful bidder in the University's centralised procurement procedure, irrespective of the cost bearer.

Subscription at university expense

2. §

- (1) Subscriptions at university expense and mobile phones may be provided for personal use only in connection with work.
- (2) The University shall provide an ex officio subscription for personal use at the University's expense to its senior employees¹.
- (3) Subscriptions for personal use at university expense are initiated by the head of the department by completing Annex 1 to this instruction. The Director-General for Economic Affairs shall decide whether to grant the authorisation, after obtaining the prior approval of the Financial Controller.
- (4) The head of the department may, by completing Annex 2, initiate the authorisation of the subscription used by the department, as provided for in paragraph 3.
- (5) An employee may only use one subscription at university expense.
- (6) The request for the subscription is submitted by the initiator to the Property Management Office after the approval of the Director General of Economic Affairs, which will arrange for the purchase of the SIM card, the activation of the subscription and the delivery of the SIM card (Annex 3) within 10 working days of receipt of the approval, or, in case of the User's existing number being added to the mobile fleet of the DKÜ, the initiation of the amendment of the Unique Subscriber Agreement with the Service Provider.

¹ Employees according to § 6 (2) paragraph of the Organisational and Operational Rules of Óbuda University.



3. §

(1) The monthly usage limit for a subscription at university expense:

- a) unlimited for the Rector,
- b) **HUF 40.000** gross for the persons referred to in paragraph (2) of Article 2,
- c) gross for the Head of the International Education Office and the Head of the International Relations Office **40.000 Ft**,
- d) for an ^{employee2} exercising the power of an employer or a person responsible for the management of work, gross **HUF 10.000**,
- e) for a director, head of office, head of bureau, director of institute, head of bureau, head of headquarters not covered by point d), gross **HUF 5,000**,
- f) for other employees, and for the elected members of the University's student councils gross **HUF 3.500**.

(2) The limits set out in paragraph (1) may be derogated from in particularly justified cases, with the rector's permission. The individual request shall be addressed to the Rector and submitted to the Property Management Office, and shall state in detail the reasons for the deviation from the limits set out in paragraph 1.

(3) The Vice-Rector for Education may initiate a subscription for the elected student government officers of the University by filling in Annex 1.

(4) Only the purchase of a subscription to the DKÜ mobile fleet as described in this instruction may be authorised and financed at university expense.

4. §

(1) The subscription detailed in Annex 6 can be used by default to make phone calls, send SMS and distribute data for Internet access. The use of other services - in particular public transport tickets, theatre tickets, cinema tickets, gambling, electronic shopping, payment of service charges, calls to premium rate numbers - is not included in the DKÜ mobile fleet contract.

(2) If the employee exceeds the monthly usage limit set out in this instruction, all costs in excess of the limit will be deducted from the employee's salary, subject to invoicing.

Subscription at own expense

5. §

(1) Employees are entitled to request a subscription at their own expense for their family members or close relatives by initiating the connection to the DKÜ mobile fleet contract as set out in Annex 1. The initiation of a subscription at their own expense may be waived, subject to the prior approval of the financial controller and the authorisation of the Director General for Economic Affairs, provided that the costs are paid by deduction from the salary of the initiating employee, and a declaration to this effect is made.

(2) The employee may use his/her DKÜ mobile fleet subscriptions to serve his/her own mobile telecommunications needs, may not identify himself/herself as a mobile service provider, resell or resell the service to others, or use the service in any manner or for any purpose that is unlawful.

(3) If a criminal offence is suspected in connection with the use of a subscription, the University will, at the request of the investigating authority, hand over the details of the subscription concerned without informing the employee.

(4) The employee can report a technical problem with the subscription by sending an e-mail to **mobilflotta@uni-obuda.hu** with a detailed description of the problem and the telephone number of the technical problem. The Property Management Office will immediately forward the complaint to the service provider,

² Employees according to § 6 (3) paragraph of the Organisational and Operational Rules of Óbuda University.



if necessary, notify the employee of the solution by electronic means.

Provision of a mobile phone

6. §

- (1) The University may, within its economic means, provide mobile telephones for subscriptions at the University's expense.
- (2) The department requesting the equipment shall arrange for the purchase of the equipment in accordance with the procedures laid down in the University's current procurement rules.
- (3) The department requesting the equipment shall ensure that it is registered in accordance with the University's inventory and scrapping policy in force at the time. The department shall ensure that the equipment is repaired and scrapped.
- (4) The purchase limit for mobile phone handsets for university-cost subscriptions is charged to the employee's departmental budget:
 - a) **750.000 HUF** gross for the Rector,
 - b) **500.000 HUF** gross for the Vice-Rector, Deans, Director General of the EERC and Director General of Economic Affairs,
 - c) gross **HUF 250,000** for an employee exercising the power of an employer or a person responsible for the management of work,
 - d) for other employees gross **HUF 100.000**.
- (5) Deviations from the purchase price limits for the equipment set out in paragraph (4) may be made with the rector's permission in particularly justified cases.
- (6) The employee may use the university mobile phone only in connection with his/her work and may not transfer the use of the device to a third party.
- (7) The use of the university mobile phone is subject to the university's cost-bearing subscription, if the employee is no longer entitled to use the university's cost-bearing subscription for any reason, he/she may no longer use the phone and must hand it over to the head of the department that provided the phone. Exceptions to the provisions of this paragraph may be made in particularly justified cases, subject to the authorisation of the rector.
- (8) If the employee is not entitled to use a university mobile phone in connection with a subscription at his/her own expense, he/she shall provide the necessary equipment for using the subscription.

Settlement rules

7. §

- (1) The DKÜ mobile fleet provider will invoice the subscriptions in the name of the University in aggregate, and the Finance and Accounting Office will take care of the payment.
- (2) The allocation of costs is carried out by the Finance and Accounting Office after the invoice has been settled.
- (3) For subscriptions charged to the university, the Office of Finance and Accounting charges the cost to the financial centre of the department concerned on the basis of the service provider's invoice.
- (4) When applying for a subscription, the employee declares that the University may deduct from his/her salary in the month following the month in question any additional costs resulting from unauthorised use abroad in excess of the limit specified in Article 3(1) in the case of a subscription at the University's expense, and any costs of a subscription at the employee's own expense, without requesting any further consent.
- (5) The University will issue an invoice for the expenses to be paid by the employee, based on the service invoice, in an amount equal to the amount deducted from the salary. The invoice shall be sent by the University to the employee's University e-mail address in the form of an electronic mail.
- (6) If the deduction from your wages cannot be made or fails for any reason, the invoice



to be settled by bank transfer.

(7) Employees can report any problems with invoicing or deductions from their wages to the Finance and Accounting Office by **sending an e-mail to telefonszamla@uni-obuda.hu**.

8. §

- (1) The head of the employee's department with the right of commitment decides on the withdrawal and re-authorisation of subscriptions to the DKÜ mobile fleet.
- (2) If the employee is transferred to another department within the University, the continued use of his/her existing personal use of the University-cost and self-cost subscriptions may be authorised by the manager of the new department who is entitled to make the commitment. In this case, it is again necessary to complete the authorisation procedure by completing the cost-bearing annex (Annex 1).
- (3) If the employee's employment is terminated, the employee is no longer entitled to use the DKÜ mobile fleet subscriptions, and must account to the University for the costs of the subscriptions used by the employee, the in accordance with the statement of account in Annex 5.
- (4) If the employee continues to claim the telephone number associated with the subscription he/she is using after termination of employment, he/she has the possibility to have the number ported from the DKÜ mobile fleet by indicating the additional cost bearer. The employee concerned has the possibility to make a declaration of number porting addressed to the Property Management Office until the date of termination of employment.
- (5) The telephone number associated with the DKÜ mobile fleet subscriptions shall be returned to the service provider by the University if the employee does not transfer it within 30 days of termination of employment at the latest, despite the declaration provided for in paragraph 4.
- (6) The Property Management Office is responsible for keeping up-to-date records of subscriptions.

Transitional and final provisions

9. §

- (1) These instructions shall enter into force on the day following the day of their publication and shall remain in force until revoked.
- (2) The provisions on the use of mobile phone subscriptions and devices belonging to the University's fleet, as set out in the University of Óbuda's Operating Regulations, may be applied with the exceptions set out in this instruction.
- (3) For the telephone numbers associated with DKÜ mobile fleet subscriptions issued before the entry into force of Rector's Instruction 7/2023 (2.III.), the application and declarations set out in Annexes 1 and 2 must be completed.
- (4) DKÜ mobile fleet subscriptions for which the declarations set out in paragraph (2) are not submitted to the Property Management Office shall be returned to the service provider by the University.
- (5) Rector's Instruction 7/2023 (III. 2.) is repealed.

Budapest, 09 May 2023.

Prof. Dr. Levente Kovács
rector



..../2023. (.....) Rector's Instruction
on the rules for the use of mobile phone subscriptions and devices belonging to the Óbuda University fleet
1. Annex No.

APPLICATION AND DECLARATION
for a personal mobile phone subscription

| | |
|---|---|
| Calling number: | <input type="checkbox"/> New <input type="checkbox"/> existing number: +36 |
| User: | |
| Job title: | |
| Department (faculty, institute, office, etc.): | |
| Liabilities: | |
| Functional area: | |
| Code of the financial centre to be debited: | |
| Your chosen tariff plan: | <input type="checkbox"/> Basic package <input type="checkbox"/> Upgraded package <input type="checkbox"/> VIP package (146 HUF gross) (782 Ft gross) (gross 1.878 Ft) |
| Maximum amount committed by the University per month (gross): | <input type="checkbox"/> cost-plus subscription <input type="checkbox"/> gross 3.500 Ft other employee, FEPC <input type="checkbox"/> gross 5.000 Ft Director, Registrar, Office Manager, Director, Head of Office, Head of Centre <input type="checkbox"/> gross 10.000 Ft employer's or work manager's powers practising employee <input type="checkbox"/> gross 20.000 Ft senior employee <input type="checkbox"/> gross 40.000 Ft heads of international offices (§ 3 (1) c) |

I, the undersigned, being the professional manager of the above-mentioned financial centre, declare that the amount due to the financial centre for the operation of the telephone is chargeable to the financial centre in the framework and under the headings indicated above. Expenditure in respect of the long-term maintenance of the subscription may be charged to the above named Finance Centre.

Celt:

professional manager of
the financial centre

Commitment

Financial control:

Permission granted:

financial controller

Director-General for Economic Affairs



Signed, by signing this instrument, I **declare** that
.../2023. (... ..) I have read and understood the contents of the Rector's Instruction and I consider it to be binding.

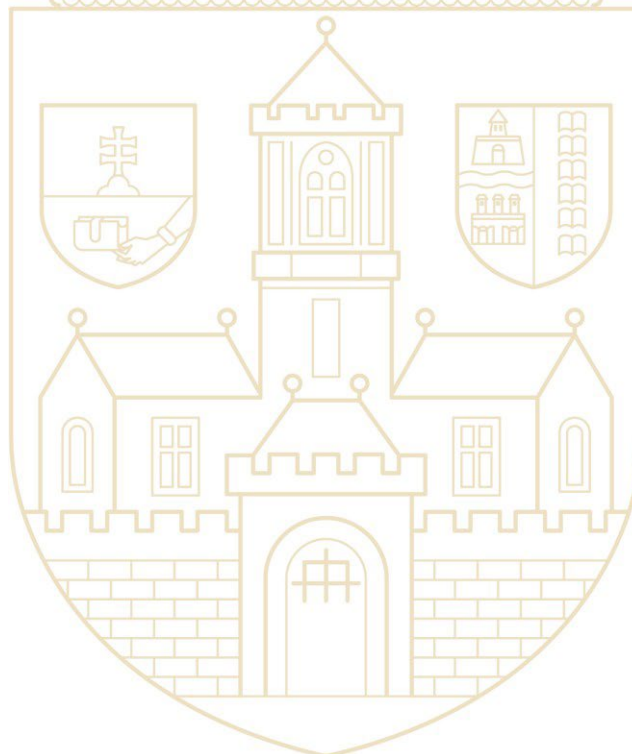
I further declare that according to the above-mentioned Rector's Instruction § 7 (4), the costs charged to me (e.g.: unauthorised calls abroad, the full cost of mobile phone use not covered by the university, data and SMS charges, 100% of the amount over the authorised limit, etc.) may be deducted from my salary by Óbuda University without any further consent. I hereby declare that my consent to the deduction of these items from my salary shall remain valid in the event of any amendment to the above-mentioned Rector's Instruction.

I further declare that I will be invoiced for the costs I have incurred by not issuing a paper invoice, by e-mail, to by e-mail to the address below.

Celt:

employee,
the user of the phone number

Please print this document in 2-page (1-sheet) format.





..../2023. (.....) Rector's Instruction
on the rules for the use of mobile phone subscriptions and devices belonging to the Óbuda University fleet
2. Annex No.

APPLICATION AND DECLARATION

a subscription to a mobile phone used by a department at university expense

| | |
|--|---|
| Calling number: | <input type="checkbox"/> New <input type="checkbox"/> existing number: +36 |
| Department (faculty, institute, office, etc.): | |
| Liabilities: | |
| Functional area: | |
| Code of the financial centre to be debited: | |
| Your chosen tariff plan: | <input type="checkbox"/> Basic package (146 HUF gross) <input type="checkbox"/> Upgraded package (782 Ft gross) <input type="checkbox"/> VIP package (gross 1.878 Ft) |

I, the undersigned, as the professional manager of the above-mentioned financial centre, declare that the costs incurred in connection with the operation of the telephone are chargeable to the financial centre under the above-mentioned entitlement. The expenses related to the long-term maintenance of the subscription may be charged to the above named financial centre.

Celt:

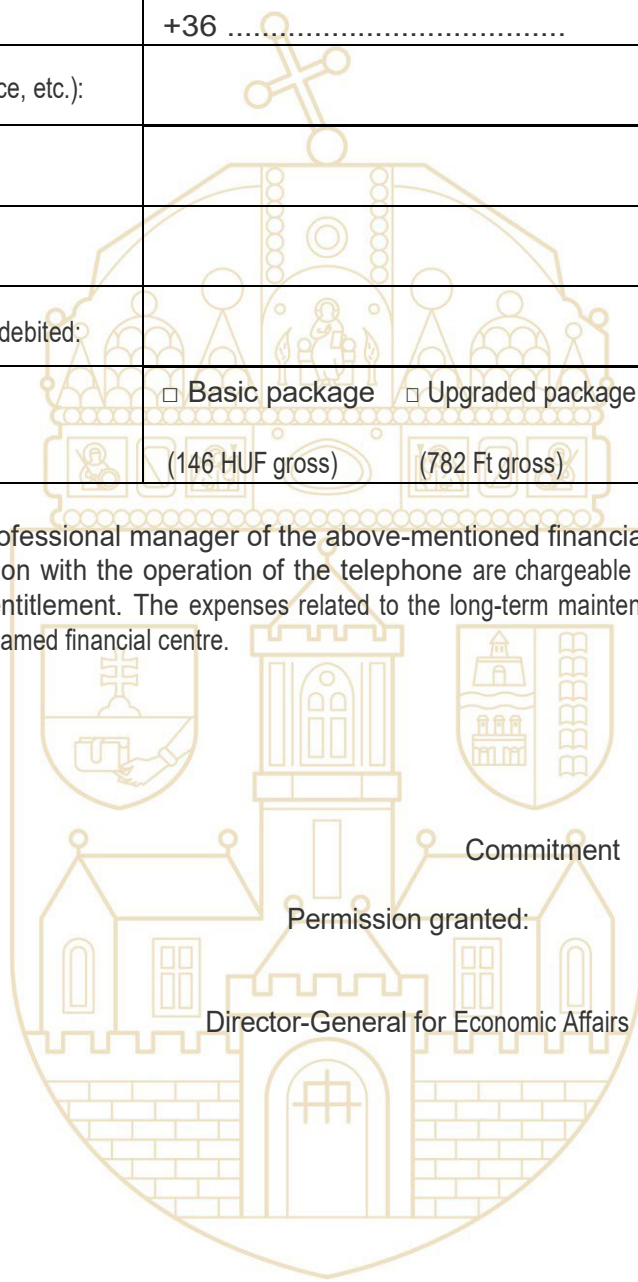
Financial control:

financial controller

Commitment

Permission granted:

Director-General for Economic Affairs





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3. Annex No.

HANDOVER - ACCEPTANCE REPORT ON THE ISSUE OF A SIM CARD

| | |
|--|--|
| User/Receiver: | |
| Department (faculty, institute, office, etc.): | |
| Code of the financial centre to be debited: | |
| SIM card ID: | |
| Calling number: | |
| Tariff package: | |

On the undersigned date, I took over the SIM card in my University subscription for personal use. I

acknowledge that the cost of the same for the day of 20.....

..... hours/min

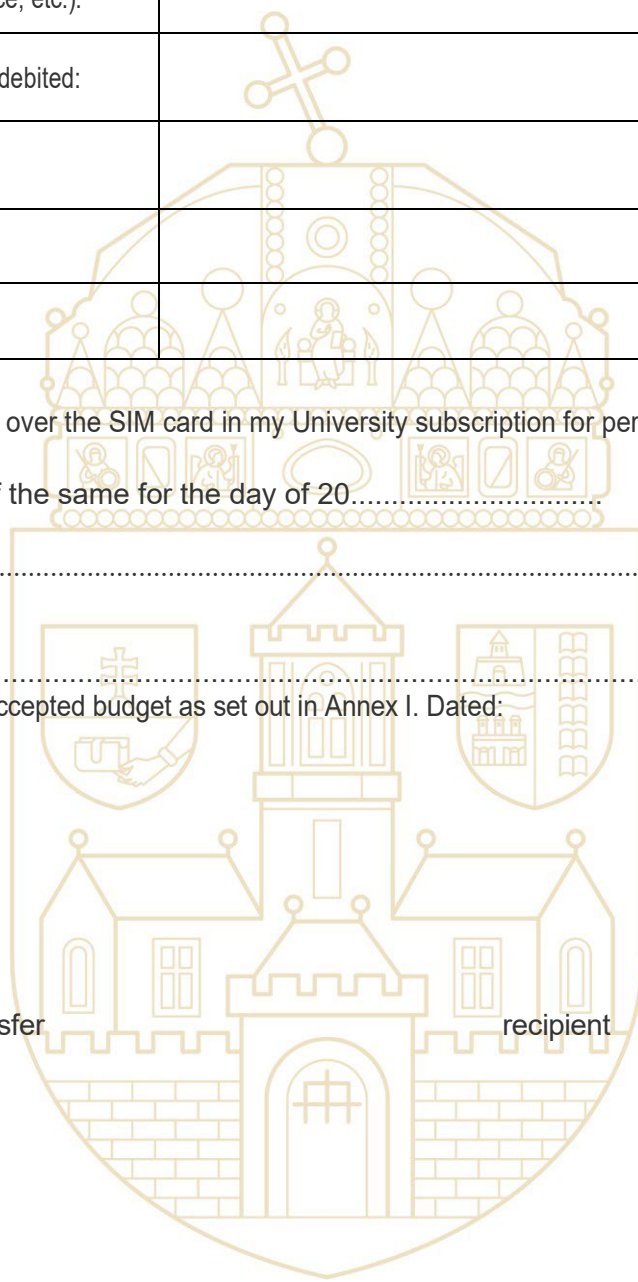
ute
calculated on the number

in excess of the approved and accepted budget as set out in Annex I. Dated:

.....

for transfer

recipient





..../2023. (.....) Rector's Instruction
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4. Annex No.

REQUEST

For use beyond the personal budget (e.g. for a mission or project abroad)

| | |
|---|----------------------|
| Calling number: | +36 |
| User: | |
| At work: | |
| Department (faculty, institute, office, etc.): | |
| In the case of a project, the project ID and project title: | |
| Liabilities: | |
| Functional area: | |
| Code of the financial centre to be debited: | |
| Current framework: | gross Ft/month |
| The increased budget is required: | gross Ft/month |
| Duration of the increased envelope | From -to |
| Justification of the request: | |
| Applicant's signature: | |

I, the undersigned, as the professional manager of the above-mentioned financial centre, declare that the amount indicated in this authorisation is chargeable to the financial centre for the operation of the telephone within the limits and for the purposes indicated above. Expenditure in connection with the long-term maintenance of the subscription may be charged to the above-named financial centre.

Celt: ...

professional
manager of the
financial centre

committing I

authorise:

Financial control:



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY
financial controller

Rector
Director-General for Economic Affairs



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5. Annex No.

MOBILE PHONE SUBSCRIPTION ACCOUNTING FORM
on termination of employment

Signed

| Employee name: | | |
|-----------------------------------|--------------------------|------------------------------------|
| Employee's department, job title: | | |
| Employee notification address: | | |
| Affected fleet phone numbers: | | |
| Call number | Please carry | I will return it to the University |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |

on the basis of paragraph 8 (3) of the Rector's Instruction/2023. (.....) I undertake to pay to the University the subsequent invoice issued by the University of Óbuda for the actual turnover of the mobile phone subscription provided to me during my employment or other legal relationship with the University within 15 days of receipt of the invoice.

Celt:.....

employee

name and signature of the transferee

The SIM card returned to you will still be held by the department, please maintain it.

head of department

Made by: 2 original copies
Kajak: Employee,
Asset Management Office
1 copy to: the Finance and Accounting Office



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6. Annex No.

Optional packages under the DKÜ mobile fleet

| Tariff package | Gross monthly fee | Comment |
|----------------|-------------------|--|
| VIP | 1.878 Ft | Unlimited calls to all networks in Hungary, Unlimited national SMS, Unlimited domestic data traffic 20 Gbyte data traffic in EU countries |
| Emelt | 782 Ft | 300 minutes of talk time (overage fee gross 6,35 HUF/minute), 50 SMS messages (overage fee gross 12,7 HUF/each) 7 Gbyte of data traffic (overage fee gross HUF 30.66/Gbyte) |
| Fund | 146 Ft | 100% of the subscription fee is waivable (overage fee gross HUF 6.35/minute), sending 50 SMS messages, (gross overage fee 12,7 HUF/each) 1 Gbyte of data traffic (overage fee gross HUF 30.66/Gbyte) |

The tariff plans only include calls to non premium rate national destinations within the limits.

MMS services and calls abroad are 80% off the advertised price, while DKÜ mobile fleet operator offers a 90% discount on the advertised price of data and SMS services used abroad.